

Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296



Employee Name	COLEMAN, Ruth
Expense Dates	05/04/09-05/19/09
Total Expense Amount	592.72
Amount Due Employee	592.72
Form ID	TEA000466453

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

Date	Expense Item	Amount	If not submitted - Explain
1) 05/04	Parking, Auto	15.00	✓
2) 05/07	Lodging	93.82	✓
3) 05/16	Lodging	101.20	✓
4) 05/17	Lodging	93.24	✓
5) 05/19	Gasoline	13.26	✓
6) 05/19	Parking, Auto	22.00	✓

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

EXPENSE EXCEPTION(S)			
	Expense Rule	Exception	Response
1)	#46a DPA required - Lodging	Did you obtain prior written approval to exceed the maximum allowed?	Yes: Due to a previous schedule conflict attending this conference was not possible. Right before this conference the Director's previous engagement was canceled so she was able to attend; however there was not enough time to request to exceed the state rate

I have reviewed the following documents.

Approved
by:

Michael F HARRIS

Travel & Expense Account Summary

Employee Name Ruth COLEMAN
Expense Dates 05/04/09-05/19/09
Report Name May 09

Request Total \$ 592.72
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 592.72

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	05.17-19.09	244.60
Regular Travel	05.16&17.09	123.20
Regular Travel	05.07&08.09	173.82
Regular Travel	05.04.09 USC	51.10

NOTE: (d)=Direct Charge

DATE	Mon May 4									TOTAL
Breakfast	6.00									6.00
Parking, Auto	15.00									15.00
Dinner	18.00									18.00
Mileage Personal Auto	12.10									12.10
TOTALS \$	51.10									51.10

DATE	Thu May 7	Fri May 8								TOTAL
Lodging	93.82									93.82
Dinner	18.00	18.00								36.00
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
Mileage Personal Auto		22.00								22.00
TOTALS \$	111.82	62.00								173.82

Travel & Expense Account Summary

DATE	Sat May 16	Sun May 17								TOTAL
Lodging	101.20									101.20
Breakfast		6.00								6.00
Lunch		10.00								10.00
Incidentals		6.00								6.00
TOTALS \$	101.20	22.00								123.20

DATE	Sun May 17	Mon May 18	Tue May 19	Tue May 19	Tue May 19					TOTAL
Lodging	93.24									93.24
Parking, Auto	/ 8.00	9.00	9.35	9.75	22.00					58.10
Breakfast		6.00	6.00							12.00
Lunch		10.00	10.00							20.00
Dinner		18.00	18.00							36.00
Incidentals		6.00	6.00							12.00
Gasoline			13.26							13.26
TOTALS \$	101.24	49.00	62.61	9.75	22.00					244.60

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	05.04.09 USC	05/04/09	Breakfast	6.00	Cash
Regular Travel	05.04.09 USC	05/04/09	Parking, Auto	15.00	Cash
Regular Travel	05.04.09 USC	05/04/09	Dinner	18.00	Cash
Regular Travel	05.04.09 USC	05/04/09	Mileage, Personal Auto	12.10	Cash
Regular Travel	05.07&08.09	05/07/09	Lodging	93.82	Cash
Regular Travel	05.07&08.09	05/07/09	Dinner	18.00	Cash
Regular Travel	05.07&08.09	05/08/09	Breakfast	6.00	Cash
Regular Travel	05.07&08.09	05/08/09	Lunch	10.00	Cash
Regular Travel	05.07&08.09	05/08/09	Dinner	18.00	Cash
Regular Travel	05.07&08.09	05/08/09	Incidentals	6.00	Cash
Regular Travel	05.07&08.09	05/08/09	Mileage, Personal Auto	22.00	Cash
Regular Travel	05.16&17.09	05/16/09	Lodging	101.20	Cash
Regular Travel	05.16&17.09	05/17/09	Breakfast	6.00	Cash
Regular Travel	05.16&17.09	05/17/09	Lunch	10.00	Cash
Regular Travel	05.16&17.09	05/17/09	Incidentals	6.00	Cash
Regular Travel	05.17-19.09	05/17/09	Lodging	93.24	Cash
Regular Travel	05.17-19.09	05/17/09	Parking, Auto	8.00	Cash
Regular Travel	05.17-19.09	05/18/09	Breakfast	6.00	Cash
Regular Travel	05.17-19.09	05/18/09	Lunch	10.00	Cash
Regular Travel	05.17-19.09	05/18/09	Dinner	18.00	Cash
Regular Travel	05.17-19.09	05/18/09	Incidentals	6.00	Cash
Regular Travel	05.17-19.09	05/18/09	Parking, Auto	9.00	Cash
Regular Travel	05.17-19.09	05/19/09	Incidentals	6.00	Cash
Regular Travel	05.17-19.09	05/19/09	Breakfast	6.00	Cash
Regular Travel	05.17-19.09	05/19/09	Lunch	10.00	Cash
Regular Travel	05.17-19.09	05/19/09	Dinner	18.00	Cash
Regular Travel	05.17-19.09	05/19/09	Parking, Auto	9.35	Cash
Regular Travel	05.17-19.09	05/19/09	Parking, Auto	9.75	Cash
Regular Travel	05.17-19.09	05/19/09	Gasoline	13.26	Cash
Regular Travel	05.17-19.09	05/19/09	Parking, Auto	22.00	Cash